



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Public Health Representative 3 [Special Services (Hourly)]			Salary \$24.66 Hourly (Not to exceed 944 hours in a fiscal year)
Posting Number 86-15	Position Number 804641	Number of Positions 1	Posting Period * From: 6/05/2015 To: 6/19/2015
Location: Division of HIV, STD and TB Services Epidemiologic Service Program 50 East State Street, Floor 4 Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the direction of the Principal Investigator or other supervisory staff of the Medical Monitoring Program this position will: Conduct investigations in the field or over the phone with authorities to locate and recruit sampled survey participants. Assist in conducting database searches to collect and compile client location information. Prepare clear, sound, accurate, and informative correspondence to clients and providers. Visit clients at home, work, health care facilities or any other location deemed acceptable to conduct a health survey. Administer survey using a laptop computer. Assist in maintaining essential records and files, as well as conduct medical record abstractions. Maintain needed work files, lock all file draws at all times when records are not in use. Provide privacy during confidential telephone calls and in person meetings at all times. Will comply with the Division's Security and Confidentiality Policy. Make appropriate referrals and/or provide HIV counseling and referral services for case management as per program policy. Confer with medical providers and their representatives in preparing reported statistical information. Compile and prepare reports for supervisor on as needed basis. Enter required data into the Contact Attempt Database and the Data Coordinating Center Web Portal. Participate in required CDC trainings and conference calls.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: One (1) year of experience in a health or social service related program which shall have included responsibilities for interviewing, investigating, and/or conducting public health care surveys or patient care services.</p> <p>NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Donna Wagner, Administrative Assistant 2 HIV, STD and TB Services Reference Posting #86-15 New Jersey Department of Health PO Box 363 Trenton, NJ 08625-0363		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTHIVAIDS@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**